

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 12 - 109**

**OPEN TO:** Appointment Eligible Family Members (AEFMs) – All Agencies

**POSITION:** Administrative Clerk

**OPENING DATE:** October 4, 2012

**CLOSING DATE:** October 17, 2012

**WORK HOURS:** Full time (40 hour work week)

**SALARY:** \*EFM: (Position Grade: FP-09),  
The hiring mechanism is based on Personal Services Agreement (PSA) not a Family Member Appointment (FMA).

**LENGTH OF HIRE:** Temporary position up to 6 Months upon funding availability.

The U.S. Embassy in Amman is seeking an individual for the position of Administrative Clerk in the Military Assistance Program.

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

**BASIC FUNCTION OF POSITION**

The incumbent will assist the MAP Joint Training Officer in administering DOD-sponsored training programs, prepare and distribute Invitational Travel Orders and process visa applications, coordinate and communicate with the Royal Jordanian Air Force and the Jordanian Armed Forces to ensure effective administrative implementation of these programs, prepare and maintain the training files and correspondence. He/she will assist the MAP Budget office in keeping up records, typing memos, receiving and reviewing cash payment vouchers, assist in receiving calls and other customer service duties.

**QUALIFICATIONS REQUIRED:**

**Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.**

1. Completion of Secondary School is required.
2. Two years of general clerical and / or office management experience including some financial background is required.
3. Must be fluent in English (level 4).
4. Knowledge of personnel computer and Microsoft Office applications, especially Word and Excel to keep data bases current, in addition to numerical skills are required.

**SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

**TO APPLY:**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174) or

2. A current resume or curriculum vitae that provides the same information as the DS-174, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.

**SUBMIT APPLICATION TO:**

Human Resources Office

Fax 593 1598

Applications can be submitted electronically through [AmmanEmployment@state.gov](mailto:AmmanEmployment@state.gov).

**DEFINITIONS:**

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

**CLOSING DATE FOR THIS POSITION: October 17, 2012**

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.